

# YOUTH SERVICES POLICY

<b>Title:</b> Bonds and Crimes Loss Prevention Program <b>Next Annual Review Date:</b> 09/16/2010	<b>Type:</b> A. Administrative <b>Sub Type:</b> 3. Fiscal <b>Number:</b> A.3.11
	<b>Page 1 of 7</b>
<b>References:</b> ACA Standards 2-CO-1B-05, and 2-CO-3A-01 (Administration of Correctional Agencies); 4-JCF-2A-23, 4-JCF-6B-01, 4-JCF-6B-02, and 4-JCF-6B-05 (Performance-based Standards for Juvenile Correctional Facilities); 2-7066 (Standards for Juvenile Probation and Aftercare Services); Office of Statewide Reporting and Accounting Policy; Control Agencies Policies and Procedures Manual; Executive Order BJ 08-67 "Small Purchases Procedures"; Office of Risk Management Loss Prevention Program; State of Louisiana Loss Prevention Policy Statement; Office of Contractual Review; La. R.S. 39:233, La. R.S. 39:321, La. R.S. 39:324, La. R.S. 39:330, and La. R.S. 39:1596; YS Policies A.1.7 "Risk Management", A.2.1 "Employee Manual", A.3.1 "Asset Management", A.3.7 "Procurement of Supplies and Equipment", A.3.8 "Budget and Fiscal Management Activities", A.4.1 "Contract Manual", A.7.1 "Safety Plan", C.5.3 "Quality Assurance Reviews-Central Office Audits, Secure Facilities and Regional Offices", and C.2.10 "Safety and Emergency Management"	
<b>STATUS: Approved</b>	
<b>Approved By:</b> Mary L. Livers, Deputy Secretary	<b>Date of Approval:</b> 09/16/2009

## I. AUTHORITY:

Deputy Secretary of Youth Services as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

## II. PURPOSE:

The purpose of this policy is to establish and maintain a Bonds and Crimes Loss Prevention Program to protect Youth Services from financial and/or property losses resulting from any act and/or omission by employees in the performance of their duties.

## III. APPLICABILITY:

This policy shall apply to all employees of Youth Services (YS).

#### IV. DEFINITIONS:

**Office of Management and Finance (OMF)** - A unit within Youth Services that oversees the administrative and operational functions of the department.

**Petty Cash** - Cash on hand used for small incidental or emergency purchases where a check is not required or cost effective. Only secure facilities are authorized to have petty cash on hand.

**Petty Cash Custodian** - The Facility Director or his designee, usually the Facility Accountant, who has been authorized to make payments from a petty cash fund and who is directly responsible for the administration of the fund.

**Taggable Movable Property** - Equipment with a purchase cost of one thousand dollars (\$1,000.00) or more.

**Unit Head** - Deputy Secretary, Facility Directors and Regional Managers.

**YS Central Office** - Offices of the Deputy Secretary, Undersecretary, Chief of Operations, Assistant Secretary, Deputy Assistant Secretaries, Deputy Undersecretary and their support staff.

#### V. POLICY:

It is the Deputy Secretary's policy that each Unit Head shall be responsible for ensuring that procedures are in compliance with the Office of Risk Management's Loss Prevention Program requirements.

#### VI. ASSIGNMENT OF RESPONSIBILITY

##### A. Office of Management and Finance:

Fiscal responsibility is shared between the Undersecretary and the Deputy Undersecretary, Office of Management and Finance. The specific duties assigned in areas covered under the Bonds and Crimes Loss Control Program are:

##### 1. Property Control

The Central Office Procurement Director shall oversee Property Control. Annual inventory of property shall be conducted and reconciled to reports. Discrepancies shall be investigated. Verifications shall be made to assure that all equipment over one

thousand dollars (\$1000.00) is reported to the Louisiana Property Assistance Agency and maintained in the designated data base system. The Agency Property Control Manager or Agency Property Liaison shall tag movable property and enter required information into the on-line LPAA Property Management System within thirty (30) days of receipt.

2. Purchasing (Procurement Director)

The Central Office Procurement Director shall oversee Purchasing. The OMF/Purchasing Agent shall review purchasing requests for appropriate approvals, conduct research on items to be ordered, and follow the Louisiana Procurement Code and Office of State Purchasing Small Purchases Executive Order BJ 08-67 in placing orders.

Vendor payments shall be processed in the Accounts Payable Section and approved by the person occupying the Accountant Manager 1 position.

3. Petty Cash

The Central Office Accountant Manager shall oversee Petty Cash. Petty Cash at secure facilities shall be maintained in a secure location with access by only one employee. The Facility Director shall serve as access backup. The Petty Cash Custodian shall be responsible for the administration of petty cash funds. Petty Cash funds shall be reconciled monthly in accordance with YS Policy No. A.3.8 "Budget and Fiscal Management Activities".

4. Timekeeping

The Human Resources Director at Central Office shall oversee Timekeeping. Timesheets, leave request forms, and time entry into ISIS HR system shall be monitored to assure compliance with payroll requirements. The Human Resources Analyst shall review and spot check reports for accuracy and assure that division verification approvals and employee review signatures are present.

5. Contracts/Grants

The Contracts/Grants Reviewer Manager shall oversee Contracts/Grants. Contracts/Grants shall be developed according

to the policies, procedures, and the rules and regulations of the Office of Contractual Review. Contracts/Grants shall be reviewed for compliance to assure agreements are sound and that all required documentation is complete and all deliverables have been met. All Contracts/Grants shall be evaluated after completion of the agreements to ensure that the goals of the agreement are achieved and that the contractor has completed the terms in a satisfactory manner.

**B. Unit Heads:**

1. Unit Heads shall ensure that Standard Operating Procedures, at a minimum, outline the responsibilities for managers and supervisors who perform job duties that are covered by the Loss Prevention Program.
2. Unit Heads shall be responsible for the implementation of an Internal Fiscal Control program that includes operating guidelines and the specific duties of all employees involved in the program to address at a minimum:
  - a. Handling/processing negotiable items; such as, cash, checks, postage stamps and money orders.
  - b. Employee accountability for equipment assigned to them.
  - c. The securing of safes.

**VII. SEPARATION OF DUTIES:**

- A. Only those individuals authorized and trained to manage or handle cash, property, stamps, fees and other State assets shall be assigned to those duties.
- B. The Integrated Statewide Information System computer system also contains security safeguards which prevent certain actions without authority. Security access is granted to the person occupying the position, Integrated Statewide Information System Security Administrator.

**VIII. SECURITY PLAN:**

- A. All Unit Heads shall implement a comprehensive written security policy that includes, but is not limited to, procedures that address limited, controlled access for authorized individuals to buildings twenty-four (24) hours a day, seven (7) days a week.

- B. The security plan shall also provide a means of controlling facility access for state employees, as well as, clients/visitors and vendors. Means for access control may include, but are not limited to:
  - 1. Door locks
  - 2. Alarm systems
  - 3. Lighting
  - 4. Surveillance cameras
  - 5. Front Gate personnel
  - 6. Entrance phones
  - 7. ID cards
  - 8. Keypads
- C. The security plan shall include assignment of responsibilities, as well as employee accountability and lockdown procedures.
- D. Other points the security plan should consider are:
  - 1. Parking lot security
  - 2. Campus/Grounds security
  - 3. Cyber/Data security
  - 4. Alternative entrances (i.e. back gate)
  - 5. Securing equipment located within buildings
  - 6. Hours of operation
- E. The Security plan shall be re-evaluated at least annually and as the situation necessitates.

**IX. KEY CONTROL:**

- A. Unit Heads shall be responsible for establishing procedures for key control that include keys, security badges, security systems, etc., that cover at a minimum:
  - 1. The issuance and return of keys/cards;
  - 2. Reporting lost or stolen key(s);
  - 3. Changing locks/codes (when applicable); and
  - 4. Employee responsibility for handling keys.
- B. An updated inventory log shall be maintained that indicates employees issued keys, the date the key(s) were issued and returned, and what areas the key(s) access.

**X. REPORTING AND INVESTIGATIONS:**

- A. All YS employees shall be responsible for reporting problems or discrepancies in fiscal controls to their respective supervisors and/or designated YS Central Office staff.
- B. Unit Heads shall be responsible for:
  - 1. Outlining procedures for reporting discrepancies;
  - 2. Investigating incidents to determine the origin;
  - 3. Implementing a corrective action plan that will prevent recurrence of the problems or discrepancies; and
  - 4. Ensuring that procedures are in place to address timely reporting of losses to OMF/Purchasing to be filed with the Office of Risk Management claims unit.

**XI. AUDITS:**

- A. Youth Services' internal auditing process assures that all procedures, in conjunction with the areas covered in the Loss Prevention Program, are conducted twice a year to ensure a system of checks and balances and compliance. Policies shall be reviewed annually.
- B. Each Unit Head shall evaluate and respond to internal audit findings and recommendations expeditiously. The response shall include a corrective action plan with estimated implementation dates to resolve findings, whether or not the availability of resources is a restraining factor. Such lack of resources shall be documented.
- C. After each audit, a Quality Assurance Review meeting shall be held to address discrepancies found and Corrective Action Plans. The YS Central Office Continuous Quality Improvement Services (CQIS) shall document discrepancies found and Corrective Action Plans discussed.

**XII. TRAINING:**

Each Unit Head, or his/her designee shall ensure that employees are properly trained in the policies and procedures developed as they apply to the employee's job duties where losses may be incurred either willfully or without intention. All safeguards shall be followed at all times.

**YS Policy No. A.3.11**  
**Page 7**

Each Unit Head shall also ensure that all mandatory annual training is documented and YS Central Office Staff Development receives a copy of the documentation to be entered into the Training Records Entered Correctly (TREC) System.

**Previous Regulation/Policy Number:** N/A  
**Previous Effective Date:** N/A  
**Attachments/References:**